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*File Reports - 1*  
*July - Dec. 1958*

Chief, Management Staff

11 September 1958

Chief, Records Management Staff

Weekly Report for Week Ending 10 September 1958

1. Contributions

a. Tangible

- (1) Completed installation of subject filing system in Office of Chief, Personnel Operations Division; 12 installations have now been made in the Office of Personnel.
- (2) Approved six new and revised forms; eliminated four obsolete forms.
- (3) 127 cu. ft. of inactive records were transferred to the Records Center by six offices. 609 cu. ft. of records have accumulated [REDACTED] 25X1A13a
- (4) All records have now been relocated in the addition to the Center.

b. Intangible

None

2. Assignments - Active

a. Forms

- (1) Twelve new and 11 revised forms in process.
- (2) Survey Printing Services Division.
- 25X1C4a (3) Reduction in [REDACTED] requirement for forms.
- (4) Revision of Travel Order. Revised form, as agreed to by DMS Offices, sent to Printing Services Division.
- (5) Revision of Chain Envelope and Courier Receipt.
- (6) Information Report. Additional improvements are under way to further reduce the volume of Teletype disseminations.

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- (2) Medical Staff
- (3) Map Library Division/CCR. ✓
- (4) Office of Personnel ✓
- (5) Acquisitions Branch, Library/CCR. Floor plan developed and approved by Security for book shelving for approximately 1400 feet.

c. Filing Systems

- (1) OCR/IR ✓
- (2) Office of Personnel. See 1 a (1)
- ✓ (3) New Building Planning Staff. All our proposals for equipment, forms and a filing system approved.

d. Audit and Revision of Records Control Schedules

- (1) General Counsel - Revised schedule completed.
- (2) Medical Staff

3. Assignments - Inactive

- a. OSI Subject-Music Files Installations
- b. Logistics Security Staff Card Index
- c. Machine Records Division Files Survey

4. News

- a. Met with new Area Records Officer/CCR, Mr. [REDACTED]
- b. Assisted Area Records Officer, ONE in solving a maintenance and disposition problem on certain of their files.

25X1A9a

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Mgt/S/RMS/ [REDACTED] skm (11 Sept. 1958)

*9/11/58*